



Virtual Integration Services

a virtual direct service office for ORR eligible communities outside of local ORR service providers' service areas

Intern Job Description

Position Title: Marketing & Communications Intern

Reports To: Outreach Coordinator

Team: Virtual Integration Services

Location: Anywhere in the US/Virtual

Status: Unpaid, University Credit Available

Time commitment: 3 to 6 months; 10 to 15 hours per week

Primary Purpose:

Interns provide valuable support that strengthens the services our staff offer to immigrant and refugee communities. This role offers an opportunity to gain hands-on experience while contributing to work that directly supports individuals and families navigating new communities.

Join our Virtual Integration Services (VIS) team to help expand awareness of programs and services that empower immigrant and refugee populations. This internship is ideal for students studying marketing, communications, social media, or related fields who are eager to apply their skills, build real-world experience, and contribute to a mission-driven organization making a meaningful difference.

Learning Objectives:

- Gain experience supporting digital marketing campaigns that promote programs, events, and community initiatives
- Strengthening writing and editing skills for newsletters, blogs, and web content
- Build proficiency in creating graphics and visual content using Canva or similar design tools
- Gain exposure to email marketing platforms and outreach strategies
- Learn how to monitor engagement and interpret performance metrics across digital channels
- Develop awareness of current social media trends, including short-form video and emerging platform strategies
- Strengthening understanding of culturally responsive, inclusive, and accessible communication practices for diverse audiences

Essential Duties:

- Manage and schedule content across social media platforms including Instagram, Facebook, LinkedIn, and TikTok
- Support digital marketing campaigns to promote programs, events, and community initiatives
- Develop written content for newsletters, blogs, and website updates
- Design engaging graphics and visual assets using Canva
- Assist with email marketing campaigns and outreach efforts
- Monitor social media engagement and analyze basic performance metrics across platforms

- Conduct research on digital trends, including short-form video strategies, to enhance outreach
- Ensure all content is culturally responsive and accessible to diverse audiences
- Support story telling of virtual non-profit social service provider
- Support digital educational content for service users of diverse backgrounds

Requirements:

- Current enrollment in or recent completion of a degree program in marketing, communications, journalism, or a related field
- Interest in social media platforms, including Instagram, Facebook, LinkedIn, and TikTok
- Strong written communication skills and willingness to learn content development for newsletters, blogs, and web platforms
- Familiarity with or willingness to learn design tools such as Canva
- Interest in digital marketing, email campaigns, and community outreach
- Basic understanding of social media engagement or curiosity about analytics and performance tracking
- Willingness to research trends and apply new ideas to digital outreach efforts
- Commitment to creating inclusive, culturally responsive, and accessible content
- Strong organizational skills, attention to detail, and ability to manage multiple tasks
- Bilingual/multilingual – a plus
- Must consent to a background check and (if driving clients) motor vehicle record check.

Application:

- Please send your resume to virtualseervices@cwsglobal.org with 2026 Internship in the subject line.

Check out our landing page:

<https://cwsglobal.org/virtual-integration-services/>

Email: virtualseervices@cwsglobal.org



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